



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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JON S. CORZINE
Governor
Commander-in-Chief

☆☆
GLENN K. RIETH
Major General
The Adjutant General

TAG MEMORANDUM 2-07

5 March 2007

SUBJECT: POLICY ON USE FEE WAIVERS – SCOUTING ORGANIZATIONS

1. This memorandum further defines the policy for use fee waivers (TAG Memorandum 1-06) as it relates to scouting organizations. General requests by scouting organizations (Boy Scouts and Girl Scouts) for the use of armories usually fall into three types of space utilization as follows:

a. Annual Use Agreement: Provides for some dedicated space or storage and recurring utilization for periodic meetings.

b. Special Events: Usually a one-time event occurring during non-duty hours on week nights or weekends.

c. Special Use: Usually a one-time event conducted during duty hours (for example, cookie storage and distribution).

2. Scouting organizations, as community based non-profit organizations, should be given consideration in support of their activities. This support, however, cannot be provided at the expense of the federal government or the state government. Scouting organizations must pay the \$25.00 application fee to defray the administrative costs of the use agreements and must provide liability insurance naming the Department as an additional insured on the policy. The application fee and liability insurance is a requirement of every leasee of state facilities.

3. Scouting organizations shall be charged the following:

a. Annual Use Agreement: There shall be an application fee of \$25.00. There is no cost for use during normal duty hours. There is no armorer cost during non-duty hours if (1) the heating system at the proposed location does not require a black seal boiler operator, (2) access is available through a military individual authorized access to the facility and willing to take on the documented responsibility of opening, closing and safeguarding the government assets in the facility in a no-pay status. There will be a charge for "utilities fee" for the areas to be used during non-duty hours. If a military individual is not available, there will be a charge for the appropriate Armorer overtime fee during non-duty hours.

b. Special Events (Evenings or Weekends): There shall be an application fee of \$25.00. There will also be a utilities fee and appropriate Armorer fees to cover the cost of the event. This is the courtesy extended to our military and DMAVA members for use for personal events.

c. Special Use. There shall be an application fee of \$25.00 only. If there is an annual use agreement in place, there shall be no requirement for an additional application fee.

(ID)

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, reading "David S. Sneider". The signature is fluid and cursive, with a long horizontal line extending from the end.

DAVID S. SNEDEKER
Chief Information Officer
Director, Information and Administrative
Services Division

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